



RECREATION AIDE/CASHIER (Seasonal)

Announcement # IH 108-11

Salary: \$8.00 - \$9.50 per hour Series/Grade: NF 0189 01

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: INDIAN HEAD - POOL

OPENED: 2 February 2011

CLOSES: Open Continuous

AREA OF CONSIDERATION: ALL SOURCES

FLEXIBLE POSITION 0 – 40 hours per week

TO APPLY: Download forms on <http://cnic.navy.mil/NDW/About/Jobs/>

Submit required forms OF-612 AND OF-306 to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.* Direct inquiries to: 301-342-3357.

DUTIES AND RESPONSIBILITIES:

Maintains excellent public relations and provides patrons with information on aquatics and recreation programs, hours of operations and pool policies. Incumbent maintains a change fund and admission tickets. Sells and collects admission tickets and receives cash from patrons using the aquatics facilities. Checks identification to ensure that only authorized patrons are utilizing the facilities. Ensures that all patrons and guests sign the attendance log upon entering the facility. Sells merchandise from the Pool Resale Store, making a receipt for each sale and maintains stock record and inventory. Rings up sales on cash register, accepts payment and makes change. Completes proper sales documents required for all types of purchases. Makes Daily Activity Report, accounting for admission tickets, cash entry fees and sales. Makes night deposit of all cash received after each shift. Assists in taking inventory, restocking shelves and such other duties as required by supervisor. Provide management with information concerning customer requests, complaints, price problems, condition of merchandise, time of maximum and minimum patron traffic and fast and slow moving items. Responsible for keeping the concession stand clean and neat at all times. Assist with the general pool/facility cleaning on a daily basis. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Previous experience as a cashier desired. Incumbent must have a pleasing personality, poise, the ability to tactfully/adroitly meet, greet, serve all types of customers and the ability to resolve embarrassing or upsetting situations. Must have the ability to make simple mathematical calculations, to make proper change and must be able to follow directions. Must maintain neat, clean and presentable appearance. Must be able to gain access to base computer system, if applicable.

Visit our web site:

<http://cnic.navy.mil/NDW/About/Jobs/>

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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